

ENTERPRISE FUND – BRISTOL WATER DEPARTMENT

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Program Summary

The Enterprise Fund is used to account for the operations of the Bristol Water Department. These operations are financed and operated in a manner similar to that of a private business enterprise where the intent is that all the costs, including depreciation, related to the provision of goods and services to the general public on a continuing basis, be financed or recovered primarily through user charges.

This fund is operated under the provision of Sections 25 and 48 of the City Charter.

The Bristol Water Department is a municipal department of the City of Bristol and is governed by a Board of Water Commissioners appointed by the Mayor and approved by the City Council.

Accounting duties, custody of monies received for water consumption or otherwise, the collection of bills, and the payment of bills incurred in the operation of said Water Department, shall be entrusted to the Board of Water Commissioners and shall be executed with the assistance of the Comptroller and in accordance with the City Charter.

The Board of Water Commissioners shall adopt regulations:

1. For the use and protection of the water system and facilities;
2. To control the use of its land, water plant and facilities;
3. To prevent accidents and promote safety among its employees and for the use of said water plant;
4. For the planting, management, safeguarding and harvesting of trees on Water Department properties;
5. Relating to the operation of said water plant;
6. As to the methods, amounts, prices, quantity and quality of water supply to individual users;
7. Limitations on water usage in the event of periods of droughts or other emergencies and;

The Board of Water Commissioners shall govern the supply of water to all City residents and may prescribe rules for the shut off of water supply in cases of non-payment, until payment arrangements are made, and may provide by such rules, penalties for default in payment of water charges, which penalties shall be in addition to the water charges and shall be collectible as a part thereof.

The Bristol Water Department encourages public participation and input into decisions that may affect the quality of water. Meetings of the Board of Water Commissioners are usually held on the third Tuesday of every month at the Water Treatment Plant located at 1080 Terryville Avenue in Bristol at 6:30 p.m.

Enterprise Fund - Bristol Water Department (continued)

The primary sources of supply for the Bristol Water Department are six reservoirs. These reservoirs are located in Bristol, Burlington, Harwinton and Plymouth. The water from these reservoirs is gravity fed to the water treatment plant on Terryville Avenue where it is sampled, tested, treated and filtered prior to entering the water distribution system. These surface water sources are supplemented by groundwater from five wells. The wells are located on Barlow Street, Mechanic Street, and Mix Street in Bristol. The well water is naturally purified as it is filtered through the soil; however it is still sampled, tested, and treated at each well location. The watershed area surrounding the six reservoirs is protected forestland and comprises over 4,000 acres.

For more information visit the Bristol Water Department website at www.bristolwaterdept.org.

Fiscal Year 2014 Major Service Level Accomplishments

- The Bristol Water Department submitted an application to DPH and secured a low interest loan for \$550,000 for the rehabilitation of the DeWitt Drive Storage Tank. The Department will begin engineering for the project in the Summer of 2014 with anticipated construction in 2015.
- Under the City of Bristol's Capital Improvement Plan, the Department was approved for bonding through the City for the engineering and permitting to construct a new 36" water main along Clark Avenue and Terryville Road. The new main would be an additional feed from the Water Treatment Plant to the City. During Tropical Storm Irene, a large section of the existing supply from the Treatment Plant was jeopardized during a road washout. Although the existing line never actually failed and the washout was fixed, the Department realized that not having a backup feed leaves the Department vulnerable in the event there was a long term issue with the existing feed. The Department plans to complete all engineering and permitting during 2014 and anticipates construction to be started in late 2015.

Fiscal Year 2015 Major Service Level Goals

- The Bristol Water Department has begun an electrical study of the Hill Street and Peck Lane pump stations to evaluate the current pumps electrical demand. The study which will be complete in the Fall of 2014 will assist the Department in the design of new internal improvements with in the stations to lower electrical costs. The Department is working to secure grants from the Clean Energy Fund that will be used to pay for the upgrades to the stations. Under the Clean Energy Fund, up to 70% of the cost to upgrade the stations can be covered by the grants and the Department anticipates making the upgrades in 2015.
- The Department anticipates having the engineering and permitting to construct a new 36" water main along Clark Avenue and Terryville Road completed in 2014 and will begin construction in 2015.

Long Term Goals and Issues

- The primary goal of the Bristol Water Department has always been and will always be to provide the highest quality water possible to our customers at a low cost. Continuing the ongoing effort to reduce expenses through automation assists the department in meeting some of the cost aspects of this goal. The department's 10 year CIP will assist in improving water quality through the rehabilitation of water storage tanks on DeWitt Drive,

**Program Summaries-
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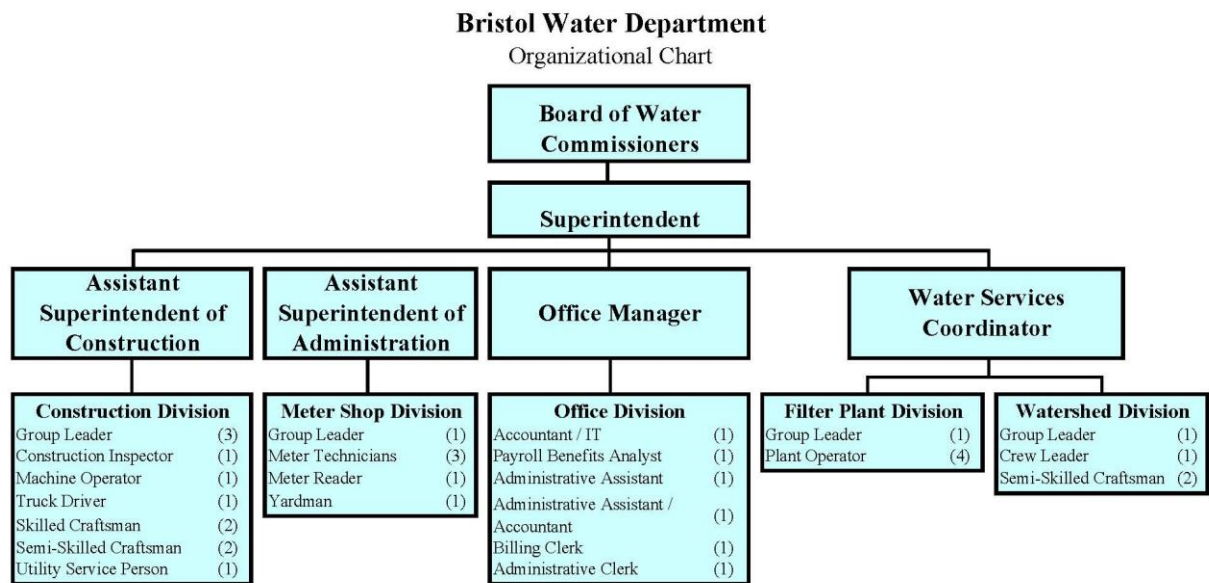
Enterprise Fund - Bristol Water Department (continued)

Old Wolcott Road, Grove Street and Princeton Drive. The Bristol Water Department is also currently working on plans to replace a chemical feed building at the Mix Street Wellfield and anticipates the work to be completed in the next 5 years. This project will reduce chemical and electrical costs while eliminating an existing chlorine gas disinfection system

Expenditure and Position Summary

	2013 Actual	2014 Estimated	2015 Budget
Salary Expenditures	\$1,916,660	\$2,094,870	\$2,097,251
Full time Positions	37	37	37

Organizational Chart



Board of Water Commissioners

Robert Badal
Stephen Posa
Elizabeth Phelan
Sean Dunn
James Brown

Term Expiration

12/2014
12/2015
12/2015
12/2014
12/2016

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Financial Statement

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance (thousands)					
CITY OF BRISTOL, CONNECTICUT	Actual 6/30/2013	Actual 6/30/2012	Actual 6/30/2011	Actual 6/30/2010	Actual 6/30/2009
Operating revenues:					
Charges for services	\$6,866	\$6,583	\$6,097	\$5,475	\$5,264
Miscellaneous	393	255	230	193	129
Total operating revenues	\$7,259	\$6,838	\$6,327	\$5,668	\$5,393
Operating expenses:					
Source of supply	\$179	\$194	\$18	\$127	\$212
Pumping	307	291	329	250	307
Purification	1047	1127	1023	1028	1171
Transmission and distribution	2,007	1,837	1,580	1,150	1,150
Customer accounts, administrative and general	1,967	2,031	2,129	2,120	2,051
Depreciation	1060	860	843	775	851
Taxes other than income taxes	437	281	355	558	397
Loss on disposal	0	0	0	0	0
Total operating expenses	\$7,004	\$6,621	\$6,277	\$6,008	\$6,139
Operating income (Loss)	\$255	\$217	\$50	(\$340)	(\$746)
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	\$405	(\$329)	\$949	\$451	\$661
Interest expense	(52)	(141)	(247)	(186)	(251)
Loss on disposal	(6)	(7)		(9)	(63)
Amortization of debt discount and expense	(4)	(6)	(5)	(5)	(5)
Total nonoperating revenues (expenses)	\$343	(\$483)	\$697	\$251	\$342
Net Income (loss)	\$623	(\$239)	\$755	(\$56)	(\$374)
Retained earnings/fund balance, July 1	24,781	25,020	24,265	24,321	24,695
Retained earnings/fund balance, June 30	\$25,404	\$24,781	\$25,020	\$24,265	\$24,321

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2014-2015					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2012-2013	AMENDED BUDGET 2013-2014	CURRENT YR REVISED EST. 2013-2014	PROPOSED REVENUES 2014-2015	JOINT BOARD APPROVED 2014-2015
WATER SALES	\$6,799,887	\$6,950,000	\$6,950,000	\$6,915,000	\$6,915,000
WATER LIENS	7,530	8,000	8,000	8,000	8,000
SERVICE ACCOUNTS	24,670	35,000	35,000	35,000	35,000
SERVICE ACCOUNT LIENS	1,470	2,000	2,000	2,000	2,000
PENALTIES	66,524	50,000	65,000	65,000	65,000
ASSESSMENTS	30,421	35,000	70,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	55,850	60,500	60,500	60,500	60,500
CELL TOWER LEASE	133,381	121,600	121,600	121,600	121,600
LAND LEASE	31,303	29,659	31,464	31,500	31,500
BULK RAW WATER	1,900	2,100	2,100	2,100	2,100
FINES	44,563	20,000	38,000	38,000	38,000
SEWER ACCOUNT LIENS	3,630	2,000	2,000	2,000	2,000
SUNDRY ACCOUNTS	10,902	12,000	15,000	15,000	15,000
SCRAP METAL SALES	723	2,000	3,000	3,000	3,000
FORESTRY PROGRAM	54,003	50,000	50,000	50,000	50,000
WATER SERVICE REINSTATEMENT	32,790	25,000	25,000	25,000	25,000
MISCELLANEOUS	34,610	0	0	0	0
TOTAL REVENUES	\$7,334,157	\$7,404,859	\$7,478,664	\$7,408,700	\$7,408,700
EXPENSE ESTIMATE SUMMARY 2014-2015					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2012-2013	AMENDED BUDGET 2013-2014	CURRENT YR REVISED EST. 2013-2014	PROPOSED EXPENDITURES 2014-2015	JOINT BOARD APPROVED 2014-2015
SALARY	\$1,916,660	\$2,094,870	\$2,094,870	\$2,097,251	\$2,097,251
FRINGE BENEFITS	1,019,901	1,327,401	1,327,401	1,442,796	1,442,796
OPERATING SERVICES	2,158,726	2,198,683	2,216,830	2,174,509	2,174,509
SUPPLIES & MATERIALS	954,886	1,018,541	899,963	934,895	934,895
CAPITAL OUTLAY	435,679	719,480	719,480	800,060	800,060
TOTAL EXPENSES	\$6,485,852	\$7,358,975	\$7,258,544	\$7,449,511	\$7,449,511
BUDGET SURPLUS (DEFICIT)	\$848,305	\$45,884	\$220,120	(\$40,811)	(\$40,811)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2014-2015							
LABOR UNIT	GRADE	STEP	NO OF PCS	DESCRIPTION	2013-2014	2014-2015	2014-2015
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	5	1	SUPERINTENDENT	\$111,821	\$111,821	\$111,821
BPSA	8	6	1	ASST SUPERINTENDENT-CONSTR/MAINT	86,185	86,185	86,185
BPSA	8	6	1	ASST SUPT- ADMINISTRATION	86,185	86,185	86,185
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	76,015	76,015	76,015
BPSA	6	4	1	OFFICE MANAGER	52,895	55,276	55,276
CONSTRUCTION & MAINTENANCE:							
L1338	3	3	3	GROUP LEADERS	157,310	157,310	157,310
L1338	5	3	3	SKILLED CRAFTSMAN	142,272	142,272	142,272
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	89,565	89,565	89,565
L1338	4	3	1	BACKHOE OPERATOR	49,899	49,899	49,899
L1338	5	3	1	TRUCK DRIVER	47,424	47,424	47,424
L1338	6	3	1	WATER UTILITY SERVICE PERSON	44,782	44,782	44,782
L1338				OVERTIME	45,110	45,110	45,110
METER SHOP:							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	54,205	54,205	54,205
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	47,424	47,424	47,424
L1338	5	3	2	METER TECHNICIANS	94,848	94,848	94,848
L1338	6	3	1	METER READER	44,782	44,782	44,782
L1338	8	3	1	YARDMAN	42,286	42,286	42,286
				OVERTIME	14,817	14,817	14,817
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	3	3	1	GROUP LEADER	74,664	74,664	74,664
L1338	6	3	1	PLANT OPERATORS	44,782	44,782	44,782
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	189,617	189,617	189,617
L1338	6	3		OVERTIME	47,862	47,862	47,862
WATERSHED:							
L1338	3	3	1	GROUP LEADER	52,437	52,437	52,437
L1338	4	3	1	CREW LEADER	49,899	49,899	49,899
L1338	6	3	2	SEMI-SK CRAFTSMAN	89,565	89,565	89,565
				OVERTIME	10,497	10,497	10,497
OFFICE:							
L233	9	3	1	ACCOUNTANT	50,213	50,213	50,213
L233	6	3	1	PAYROLL BENEFITS ANALYST	40,580	40,580	40,580
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	38,006	38,006	38,006
L233	5	3	1	BILLING ANALYST	38,006	38,006	38,006
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	38,006	38,006	38,006
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	40,580	40,580	40,580
L233				OVERTIME	2,331	2,331	2,331
			37	TOTAL SALARIES	\$2,094,870	\$2,097,251	\$2,097,251

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2014-2015 BUDGET					
ENTERPRISE FUND					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2012-2013	AMENDED BUDGET 12/31/2013	CURRENT YEAR ESTIMATE 2013-2014	PROPOSED BUDGET 2014-2015	JOINT BOARD APPROVED 2014-2015
FRINGE BENEFITS:					
FRINGE BENEFITS	\$1,019,901	\$1,327,401	\$1,327,401	\$1,442,796	\$1,442,796
TOTAL FRINGE BENEFITS	\$1,019,901	\$1,327,401	\$1,327,401	\$1,442,796	\$1,442,796
OPERATING SERVICES:					
LIGHT AND POWER	371,624	360,425	360,425	360,425	360,425
TELEPHONE	22,263	19,200	23,900	24,200	24,200
POSTAGE	44,225	46,999	46,999	49,605	49,605
ADVERTISING	11,943	10,950	16,000	16,000	16,000
MAINTENANCE/REPAIRS	28,194	51,235	45,000	51,235	51,235
LEASE	6,691	11,900	11,900	11,900	11,900
CONFERENCES AND MEMBERSHIPS	7,212	12,030	12,030	12,030	12,030
TAXES	429,840	408,343	422,875	422,875	422,875
PROFESSIONAL SERVICES	92,764	97,000	97,000	97,000	97,000
LIENS	7,891	6,300	6,300	6,300	6,300
MISCELLANEOUS	8,525	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	288,630	242,033	242,033	240,033	240,033
DEBT SERVICE	558,558	663,698	663,698	614,336	614,336
SEWER USER FEE	9,376	12,000	12,000	12,000	12,000
NEW BRITAIN AGREEMENT	270,990	250,000	250,000	250,000	250,000
TOTAL OPERATING SERVICES	\$2,158,726	\$2,198,683	\$2,216,730	\$2,174,509	\$2,174,509
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	50,811	59,519	45,000	55,000	55,000
OFFICE SUPPLIES	36,962	37,369	27,000	24,000	24,000
MAINTENANCE SUPPLIES & MATERIALS	453,074	333,100	333,100	333,100	333,100
MV PARTS & SUPPLIES	7,070	15,150	10,000	15,150	15,150
MV SERVICE & REPAIR	43,530	45,000	52,000	45,000	45,000
HEATING FUELS	54,993	70,663	70,663	60,670	60,670
CHEMICAL TREATMENT	178,465	305,540	210,000	210,000	210,000
MISCELLANEOUS	1,541	5,000	5,000	5,000	5,000
INSURANCE	128,440	147,200	147,200	186,975	186,975
TOTAL SUPPLIES	\$954,886	\$1,018,541	\$899,963	\$934,895	\$934,895



Bristol Water Department Reservoir in the Town of Plymouth.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2014-2015					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2014-2015	JOINT BOARD APPROVED 2014-2015
I. CAPITAL EQUIPMENT:					
1	2014 GMC TERRAIN	\$22,710		\$22,710	\$22,710
1	2014 CHEVY 1500	\$24,000		\$24,000	\$24,000
	TOTAL CAPITAL EQUIPMENT:	\$46,710	\$0	\$46,710	\$46,710
II. UTILITY ASSETS:					
1	POLY CASTER SANDER	\$5,000		\$5,000	\$5,000
1	JACKHAMMER	\$1,200		\$1,200	\$1,200
1	ROAD SAW	\$1,800		\$1,800	\$1,800
2	MUELLER TAP MACHINE	\$5,900		\$5,900	\$5,900
1	DEMOLITION SAW	\$1,200		\$1,200	\$1,200
	SMALL TOOLS	\$6,000		\$6,000	\$6,000
	TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SEC	\$21,100	\$0	\$21,100	\$21,100
METER SHOP SECTION:					
500	5/8 METERS @ 79.50	\$39,750		\$39,750	\$39,750
200	TRANSMITTERS @ 79.50	\$15,900		\$15,900	\$15,900
2	6" PROTECTUS	\$20,000		\$20,000	\$20,000
1	SCHONSTEDT MODEL GA-52CX	\$950		\$950	\$950
	MISC TOOLS	\$5,000		\$5,000	\$5,000
	TOTAL UTILITY ASSETS- METER SHOP	\$81,600	\$0	\$81,600	\$81,600
WATER TREATMENT PLANT SECTION:					
	REBUILD RAW WATER PUMP	\$20,000		\$20,000	\$20,000
	REBUILD HIGH SERVICE PUMP	\$17,000		\$17,000	\$17,000
2	ALUM PERISTALTIC CHEM FEED PUMP	\$9,000		\$9,000	\$9,000
2	CAUSTIC PERISTALTIC CHEM FEED PUMP	\$9,000		\$9,000	\$9,000
2	FLOURIDE PERISTALTIC CHEM FEED PUMP	\$9,000		\$9,000	\$9,000
2	PHOSPHATE PERISTALTIC CHEM FEED PUMP	\$9,000		\$9,000	\$9,000
1	NEW MAGMETER TO REPLACE #1 FILTER VENTURI	\$8,600		\$8,600	\$8,600
1	MIX ST #3 WELL PUMP	\$17,200		\$17,200	\$17,200
	MISC TOOLS	\$2,000		\$2,000	\$2,000
	TOTAL UTILITY ASSETS-WATER TREATMENT PLANT	\$100,800	\$0	\$100,800	\$100,800
WATERSHED SECTION:					
1	PCW5000 (PORTABLE WINCH)	\$1,500		\$1,500	\$1,500
1	LEAF BLOWER	\$1,800		\$1,800	\$1,800
	TOTAL UTILITY ASSETS- WATERSHED SECTION	\$3,300	\$0	\$3,300	\$3,300
OFFICE SECTION					
1	DESK FOR OFFICE MANAGER	\$2,000		\$2,000	\$2,000
8	CHAIRS FOR CONFERENCE ROOM	\$3,000		\$3,000	\$3,000
8	CHAIRS FOR FP CONFERENCE ROOM	\$3,000		\$3,000	\$3,000
	LANDSCAPING SHRUBS	\$5,000		\$5,000	\$5,000
	TOTAL UTILITY ASSETS- OFFICE SECTION	\$13,000	\$0	\$13,000	\$13,000
	TOTAL UTILITY ASSETS	\$219,800	\$0	\$219,800	\$219,800
III. CAPITAL PROJECTS:					
	RESERVOIRS 2,3,4,5 AND 7 DAM INSPECTION	\$65,000		\$65,000	\$65,000
	LEVEL A MAPPING - MECHANIC ST	\$75,000		\$75,000	\$75,000
	MIX ST #3 WELL REDEVELOPMENTS	\$18,550		\$18,550	\$18,550
	WATER MAIN REPLACEMENT	\$325,000		\$325,000	\$325,000
	HYDRANT REPLACEMENTS	\$50,000		\$50,000	\$50,000
	TOTAL CAPITAL PROJECTS	\$533,550	\$0	\$533,550	\$533,550
	TOTAL CAPITAL OUTLAY	\$800,060	\$0	\$800,060	\$800,060



Bristol Water Department Reservoir in the City of Bristol.